

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: CHA Program Coordinator/Instructor

INTRODUCTION: This position is located in the Yukon Flats Health Center in Fort Yukon. The purpose of the position is to provide instruction, medical supervision and supportive services to the Community Health Aide/Practitioners in the village subregional clinics. The C/I is supervised by the Medical Director.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists the Community Health Aide/Practitioner (CHA/P) in the delivery of village health care in cooperation with the subregional clinical staff, the referral physicians, the medical staff and other health care providers.
- Works with the CHA/P, Subregional Director and the Village Council in resolving village problems.
- Supervises the medical activities of the CHA/P in the villages.
- Provides ongoing medical evaluation of CHA/Ps at the village level through direct observation during monthly village visits, review of patient encounter forms, review of medical traffic reporting.
- Trains CHA/Ps through village site visits, clinic evaluations, patient encounters, teleconference sessions, newsletter articles, classroom teaching at workshops, etc.
- Periodically provides direct patient care at the Yukon Flats Health Center.
- Participates in staff meetings when available to attend. Attends quarterly CHA/P directors meetings in Anchorage AK. as mandated by state wide protocols.
- Prepares monthly reports, trip reports, and village telephone consultation records.

QUALIFICATIONS:

- Nurse Practitioner or Physician Assistant licensed in Alaska.
- Minimum of two years experience as a NP/PA, or minimum of 5 years in health care involving direct patient contact, (ex: Paramedic, RN, EMT, or ER-Tech.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Teaching in a cross cultural setting
- Primary care experience in a rural setting
- Emergency Skills
- Basic computer skills and knowledge of Microsoft Word, Excel, and Outlook.

OTHER:

- Requires extensive travel to villages in small bush planes
- Under the authority of P.L. 93-638, Indian Preference, shall be given to the applicant(s) who meet the minimum qualifications.
- Under the authority of P.L. 101-630, a character investigation is required for anyone in a position, which may have contact with children.
- As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. As a result, CATG has initiated and maintains a Drug and Alcohol Testing Policy, which includes pre-employment and random testing thereafter.
- For positions with direct contact with patients, an annual Tuberculosis test must be completed or a waiver must be given by a licensed health provider.
- For positions with contact with the general public, an annual Tuberculosis Test must be completed or a waiver must be given by a licensed health provider.

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| Title: | CHA Program Coordinator/ Instructor |
| Location: | Fort Yukon, Alaska |
| Supervision: | Health Center Director |
| Classification: | Exempt, Salary w/benefits |
| Salary: | DOE |
| Approved (Initials)_____ | |
| Date: | _____ |